

## **Medicaid Transition Procedure for Local Health Department Pharmacy**

### **BACKGROUND:**

A significant number of AIDS Drug Assistance Program (ADAP) clients will now be eligible for Medicaid. The purpose of this policy is to ensure local health department pharmacies are following a consistent process to maintain status of payer of last resort and to describe the transition of ADAP clients to Medicaid, in order to prevent a disruption of medication access.

### **STAKEHOLDERS:**

Local health department pharmacies providing service to Virginia ADAP clients  
VDH Central Pharmacy

### **PROCEDURE:**

1. Determine if client is Medicaid enrolled before filling prescription.
  - Central Office ADAP will post a list of Medicaid enrolled clients to the local health departments Secure File Transfer Protocol (SFTP) folder on a weekly basis.
  - If client is not on the Medicaid enrolled list, pharmacy staff must check the Medicaid portal to determine coverage status.
  - If client is found to be Medicaid enrolled and not on the list, pharmacy must notify central office ADAP staff via the SFTP folder on a weekly basis. Note on list, if claims submitted for medication fill (see step 2).
2. If client is Medicaid enrolled and the local health department pharmacy is contracted with third party payer, the local health department pharmacy must purchase medication, fill prescription and submit claim to third party payer. The local health department pharmacy is responsible for compliance with all 340B requirements. The medication will not be replenished by the Virginia Department of Health (VDH) Central Pharmacy ADAP supply because the third party payer will reimburse the local health department pharmacy. The local health department pharmacy must replenish their own medication supply using third party reimbursement.
3. If client is Medicaid enrolled and the local health department pharmacy is not contracted with a third party payer, then the local health department pharmacy must transfer prescriptions to retail pharmacy of client's choice (immediate need) or to VDH Central Pharmacy (will take three business days). If filled at the VDH Central Pharmacy, the client must pick up at their usual pick-up medication site.
  - If the client is Medicaid enrolled and is covered by Optima or United Health Care, some prescriptions must be filled by a speciality pharmacy. VDH Central Pharmacy can process a one-time fill, while client is transitioning to a speciality pharmacy.

**Virginia Department of Health (VDH)**  
**Ryan White HIV/AIDS Part B Program (RWHAP B)**  
**RWHAP B Procedure # 19-01**

4. The local health department pharmacy is required to control separately the ADAP inventory.

**EXCEPTIONS:**

The local health department pharmacy needs to determine if clients with Medicaid can be served with 340B medication. Please consult a 340B expert.

**REFERENCES:** None

*Implemented: [03/13/2019]*

*Revised: [N/A]*